

Employee Post-Travel Disclosure of Travel Expenses

Date/Time Stamp:

SECRETARY OF THE SENATE
17 SEP 29 PM 5:10

Post-Travel Filing Instructions: Complete this form within 30 days of returning from travel. Submit all forms to the Office of Public Records in 232 Hart Building.

In compliance with Rule 35.2(a) and (c), I make the following disclosures with respect to travel expenses that have been or will be reimbursed/paid for me. I also certify that I have attached:

- ☒ The original *Employee Pre-Travel Authorization* (Form RE-1), AND
☒ A copy of the *Private Sponsor Travel Certification Form* with all attachments (itinerary, invitee list, etc.)

Private Sponsor(s) (list all): Malaria No More

Travel date(s): August 26, 2017 - September 1, 2017

Name of accompanying family member (if any): - None -

Relationship to Traveler: ☐ Spouse ☐ Child

IF THE COST OF LODGING DID NOT INCREASE DUE TO THE ACCOMPANYING SPOUSE OR DEPENDENT CHILD, ONLY INCLUDE LODGING COSTS IN EMPLOYEE EXPENSES. (Attach additional pages if necessary.)

Expenses for Employee:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input checked="" type="checkbox"/> Good Faith Estimate <input type="checkbox"/> Actual Amount	International Flights: \$6060 Internal Flights: \$516 Taxi Van: \$42	Lusaka: Latitude 15 - \$190 Radisson Blu - \$190 Chipata: Protea - \$95 Mfuwe: Mfuwe Lodge: \$115	Lusaka: \$40 Chipata: \$25 Mfuwe: \$50	Bottled Waters/Sodas/ Sunscreen/Snacks: \$10 (total for entire trip)

Expenses for Accompanying Spouse or Dependent Child (if applicable):

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate <input type="checkbox"/> Actual Amount				

Provide a description of all meetings and events attended. See Senate Rule 35.2(c)(6). (Attach additional pages if necessary.):

See post-trip itinerary, which includes this requested information.

9/29/17
(Date)

Samantha Helton
(Printed name of traveler)

Santefor
(Signature of traveler)

TO BE COMPLETED BY SUPERVISING MEMBER/OFFICER:

I have made a determination that the expenses set out above in connections with travel described in the *Employee Pre-Travel Authorization* form, are necessary transportation, lodging, and related expenses as defined in Rule 35.

9/29/17
(Date)

R. J. Wicker
(Signature of Supervising Senator/Officer)



June 26, 2017

Dear Ms. Helton,

Critical investments made by the President's Malaria Initiative (PMI) and the Global Fund to Fight AIDS, Tuberculosis and Malaria, leading to tremendous progress in the fight against malaria around the world. The World Health Organization estimates that there have been 1.3 billion fewer malaria cases and 6.8 million lives have been saved since 2000. Among the population most vulnerable to malaria, children under the age of 5, there has been an historic 69 percent decline in the rate of child deaths from malaria in Africa. Overall, malaria deaths have reached an all-time low of 429,000 people in 2015 and African Leaders have set a target of 2030 for eliminating malaria from the continent.

Thanks to bipartisan support in Congress, leadership across Administrations, support and resources from faith communities and the private sector, the United States is leading the world and has achieved outstanding success in fighting malaria. During this trip, staff will have an opportunity to engage with a variety of U.S. government officials from PMI, the Department of State, the U.S. Agency for International Development, and the Centers for Disease Control and Prevention. We will also engage directly with foreign government officials, public health experts and other key stakeholders as we examine the malaria landscape in the broader health and development context in Zambia.

Thank you,

Joshua Blumenfeld
Managing Director

PRIVATE SPONSOR TRAVEL CERTIFICATION FORM

This form must be completed by any private entity offering to provide travel or reimbursement for travel to Senate Members, officers, or employees (Senate Rule 35, clause 2). Each sponsor of a fact-finding trip must sign the completed form. The trip sponsor(s) must provide a copy of the completed form to each invited Senate traveler, who will then forward it to the Ethics Committee with any other required materials. The trip sponsor(s) should **NOT** submit the form directly to the Ethics Committee. Please consult the accompanying instructions for more detailed definitions and other key information.

The Senate Member, officer, or employee **MUST** also provide a copy of this form, along with the appropriate travel authorization and reimbursement form, to the Office of Public Records (OPR), Room 232 of the Hart Building, within thirty (30) days after the travel is completed.

1. Sponsor(s) of the trip (please list all sponsors): Malaria No More Fund (MNM)
2. Description of the trip: Fact finding mission to witness firsthand the U.S. government's efforts to combat vector borne diseases like malaria and other key global health and development challenges in Zambia.
3. Dates of travel: August 26- September 1, 2017
4. Place of travel: Lusaka, Mfuwe and Chipata, Zambia
5. Name and title of Senate invitees: See attached
6. I *certify* that the trip fits one of the following categories:
☐ (A) The sponsor(s) are not registered lobbyists or agents of a foreign principal **and** do not retain or employ registered lobbyists or agents of a foreign principal **and** no lobbyist or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.

- OR -

☒ (B) The sponsor or sponsors are not registered lobbyists or agents of a foreign principal, but retain or employ one or more registered lobbyists or agents of a foreign principal and the trip meets the requirements of Senate Rule 35.2(a)(2)(A)(i) or (ii) (*see question 9*).
7. ☒ I *certify* that the trip will not be financed in any part by a registered lobbyist or agent of a foreign principal.

- AND -

☒ I *certify* that the sponsor or sponsors will not accept funds or in-kind contributions earmarked directly or indirectly for the purpose of financing this specific trip from a registered lobbyist or agent of a foreign principal or from a private entity that retains or employs one or more registered lobbyists or agents of a foreign principal.
8. I *certify* that:
☒ The trip will not in any part be planned, organized, requested, or arranged by a registered lobbyist or agent of a foreign principal except for *de minimis* lobbyist involvement.

- AND -

☒ The traveler will not be accompanied on the trip by a registered lobbyist or agent of a foreign principal except as provided for by Committee regulations relating to lobbyist accompaniment (*see question 9*).

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☐ (A) The trip is for attendance or participation in a one-day event (exclusive of travel time and one overnight stay) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip.

☐ (B) The trip is for attendance or participation in a one-day event (exclusive of travel time and two overnight stays) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip (*see questions 6 and 10*).

☒ (C) The trip is being sponsored only by an organization or organizations designated under § 501(c)(3) of the Internal Revenue Code of 1986 and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.

If the trip includes two overnight stays, please explain why the second night is practically required for Senate invitees to participate in the travel:

- MNM is sole sponsor responsible and paying for 100% of this trip.**

- to demonstrate how USG is playing the leading role to help end deaths by this disease.

- Thailand and Cambodia. In May 2017, MNM took Senate staff to Haiti.

15. Briefly describe the educational activities performed by each sponsor (other than sponsoring congressional trips):

MNM hosts briefings on malaria and wider health issues on Capitol Hill quarterly.

16. Total Expenses for Each Participant:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses
<input checked="" type="checkbox"/> Good Faith estimate	Flights: international flight \$6060	Hotels in Lusaka: \$190 - Latitude 15 \$190 - Radisson Blu	\$50 in Lusaka \$50 in Chipata	
<input type="checkbox"/> Actual Amounts	In country flights: \$466	Mfuwe: \$115 Chipata: \$95	and \$50 Mfuwe	
	Taxi/vans:\$130			

17. State whether a) the trip involves an event that is arranged or organized *without regard* to congressional participation or b) the trip involves an event that is arranged or organized *specifically with regard* to congressional participation:

The trip involves meetings that are arranged with regard to congressional participation.

18. Reason for selecting the location of the event or trip

Between 2000 and 2015, malaria deaths have declined by 65% due to USG investments and the commitment of the Zambian government. Staff will see first hand the impact of USG funds.

19. Name and location of hotel or other lodging facility:

Lusaka: Radisson Blu: 19029 Great East; Latitude 15: 35F Leopards Lane, Lusaka;

Mfuwe: Mfuwe Lodge; Chipata: Plot 3126 Great East Road, Chipata 10101

20. Reason(s) for selecting hotel or other lodging facility:

Latitude 15 and Raddison Blue were recommended by Embassy due to location and safety.

Hotels in Chipata and Mfuwe were also recommended by Embassy for safety and due to proximity to site visits in the field.

21. Describe how the daily expenses for lodging, meals, and other expenses provided to trip participants compares to the maximum per diem rates for official Federal Government travel:

See attached

22. Describe the type and class of transportation being provided. Indicate whether coach, business-class or first class transportation will be provided. If first-class fare is being provided, please explain why first-class travel is necessary:

The international tickets are in business due to the time and length of travel (nearly 24 hours). Flights in Zambia are in economy.

23. ☒ I represent that the travel expenses that will be paid for or reimbursed to Senate invitees do not include expenditures for recreational activities, alcohol, or entertainment (other than entertainment provided to all attendees as an integral part of the event, as permissible under Senate Rule 35).

24. List any entertainment that will be provided to, paid for, or reimbursed to Senate invitees and explain why the entertainment is an integral part of the event:

None

25. I hereby *certify* that the information contained herein is true, complete and correct. (You must include the completed signature block below for each travel sponsor.):

Signature of Travel Sponsor:



Name and Title: Joshua Blumenfeld, Managing Director of Global Policy and Advocacy

Name of Organization: Malaria No More Fund

Address: 1301 Connecticut Avenue, NW, Suite 502, Washington DC, 20036

Telephone Number: 202-412-7709

Fax Number:

E-mail Address: jblumenfeld@malarianomore.org

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Instructions
(Do not file the Instructions with OPR)

General Instructions

- The Senate Select Committee on Ethics (“Ethics Committee”) has developed guidelines for evaluating privately-sponsored trips and for judging whether trip expenses are reasonable. Trip sponsors should consult the *Senate Select Committee on Ethics’ Regulations and Guidelines for Privately-Sponsored Travel*, including the *Glossary of Terms*, prior to filling out the *Private Sponsor Travel Certification Form* and contact the Ethics Committee at (202) 224-2981 with any additional questions. The Ethics Committee will make the final determination as to whether the expenses incurred during a privately-sponsored trip are reasonable.
- If there are multiple sponsors, they should jointly complete one *Private Sponsor Travel Certification Form* for the trip. Each travel sponsor should complete the signature block.
- When evaluating a trip proposal and judging the reasonableness of expenses, the Ethics Committee will consider the following factors:
 - a. the stated mission of the organization sponsoring the trip;
 - b. the organization’s prior history of sponsoring congressional trips, if any;
 - c. other educational activities performed by the organization besides sponsoring congressional trips;
 - d. whether any trips previously sponsored by the organization led to an investigation by the Select Committee on Ethics;
 - e. whether the length of the trip and the itinerary is consistent with the official purpose of the trip;
 - f. whether there is an adequate connection between a trip and official duties;
 - g. the reasonableness of the total amount spent by a sponsor of the trip;
 - h. whether there is a direct and immediate relationship between a source of funding and an event;
 - i. the maximum *per diem* rates for official Federal Government travel published annually by the General Services Administration, the Department of State, and the Department of Defense;
 - j. whether travel to a location or event is arranged or organized without regard to congressional participation, or whether it is specifically organized for Congressional staff; and
 - k. any other factor deemed relevant by the Select Committee on Ethics.

Consult the *Senate Select Committee on Ethics’ Regulations and Guidelines for Privately-Sponsored Travel*, including the *Glossary of Terms*, for further discussion of these factors.

- Responses to each question should be brief, consistent with the requirement to provide all relevant information. Attach additional pages, as necessary.
- To allow sufficient time for the Ethics Committee to review requests for privately sponsored travel, the participating Senate Members, officers, and employees must submit the completed form to the Ethics Committee at least **thirty (30) days** before the date of the proposed trip.

Filling out the Private Sponsor Travel Certification Form (Question by Question Instructions)

1. *Sponsor(s) of the trip (please list all sponsors):* A sponsor of a trip is any person, organization, or other entity contributing funds or in-kind support for the trip. A sponsor must have a significant role in organizing and conducting a trip and must have a specific organizational interest in the purpose of the trip. If Members, officers, and employees are participating in an event or fact-finding trip in connection with their duties, they may accept necessary travel expenses only from the event or trip sponsor.
2. *Description of the trip:* Provide a brief statement about the purpose of the trip.
3. *Dates of travel:* Provide the dates of departure and return.
4. *Place of travel:* Provide the destination(s) for the trip.
5. *Name and titles of Senate invitees:* Provide the name and title for each Senate Member, officer, or employee who is invited on the trip.
6. *I certify that the trip fits one of the following categories:* A Senate Member, officer, or employee may accept privately sponsored travel only from sponsor(s) of a trip that fits one of the categories listed. Consult the instructions for question 9 to determine if the trip meets the lobbyist accompaniment standard.
7. *Financing of the trip, earmarked funds and in-kind contributions:* Senate Members, officers, and staff may not accept privately-sponsored travel funded by a registered lobbyist or foreign agent. Members, officers, and staff may not participate in privately-sponsored travel when the sponsors accept funds or in-kind contributions earmarked for this particular trip from a registered lobbyist or agent of a foreign principal or from a private entity that retains or employs one or more registered lobbyists or agents of a foreign principal. Earmarking includes any direction, agreement, or suggestion -- formal or informal -- to use donated funds, goods, services, or other in-kind contributions for a particular trip or purpose.
8. *Lobbyist/agent of a foreign principal involvement:* Senate invitees may not participate in trips planned, organized, arranged, or requested by a lobbyist or foreign agent in more than a *de minimis* way, which means negligible or inconsequential. It would be considered inconsequential for one or more lobbyists or foreign agents to serve on the board of an organization that is sponsoring travel, as long as the lobbyists or foreign agents are not involved in the trip. It is also permissible for a lobbyist to respond to a trip sponsor's request to identify Senate invitees with interest in a particular issue relevant to a planned trip. However, a lobbyist is not allowed to solicit or initiate communication with a trip sponsor, have control over which Senate employees are invited on a trip, extend or forward an invitation to a participant, determine the trip itinerary, or be mentioned in the invitation.

Example: A trip sponsor that is a § 501(c)(3) non-profit organization asks a lobbyist to recommend staffers who might be most interested in joining a trip to the U.S.-Mexican border. If a lobbyist knows a staffer who has a particular interest in the DEA's activities at the border, then providing that information (in light of the trip sponsor's request), in and of itself, would not exceed a *de minimis* level of participation, and would be permitted. However, it would not be permissible for the lobbyist to initiate contact with the trip sponsor to suggest that a particular Senate staffer be invited or forward an invitation to that staffer. Consult the instructions for question 9 to determine if the trip meets the lobbyist accompaniment standards.

9. *Lobbyist/agent of a foreign principal accompaniment standards:* Senate Members, officers, and staff may not accept privately-sponsored travel from an entity that retains or employs one or more federally-registered lobbyists or foreign agents unless one of the listed scenarios applies. *At any segment of the trip* means lobbyists may not accompany the Senate invitee for parts of the travel to and from the event (not at the event itself or the location being visited). *At any point throughout the trip* means lobbyists may not accompany Senate invitees at any point to and from the event, at the event itself, or at the location being visited, other than in a *de minimis* way. This is a broader prohibition than the *at any segment of a trip* standard.

"De minimis" exception: Both lobbyist/agent of a foreign principal "accompaniment" prohibitions include a *de minimis* exemption. *De minimis* means negligible or inconsequential. The mere coincidental presence of a lobbyist or foreign agent at an event would likely be considered *de minimis*. But in making the final determination, the Ethics Committee will consider the totality of the circumstances, including the amount of time lobbyists or foreign agents are present at the event; the amount of direct contact they have with Senate invitees; and the amount of control a trip sponsor has over their presence or contact with Senate guests. For example, if the trip includes attendance at an event considered widely-attended under Rule 35(1)(c)(18), the trip sponsor is unlikely to know all attendees present. Thus, it is likely to be permissible for such widely-attended events to include both a Senate guest and a lobbyist. Similarly, an organization cannot possibly know all the other passengers taking the same flight or other common carrier to a given destination. Accordingly, the sponsor does not need to certify that it knows for certain that no lobbyist or foreign agent will be on such a common carrier.

10. *If travel includes two overnight stays:* The Ethics Committee may approve two overnight stays for trips sponsored by an entity that employs or retains one or more lobbyists or foreign agents under certain conditions. Consult Committee regulations for additional information.
11. *An itinerary for the trip is attached to this form:* The Ethics Committee will not review the trip request without a detailed (hour-by-hour), complete and final itinerary for the trip. As a general matter, the Ethics Committee advises that each travel day contain a minimum of 6 hours of officially-related activities for Senate invitees.
12. *Briefly describe the role of each sponsor in organizing and conducting the trip:* A sponsor must have a significant role in organizing and conducting a trip and must have a specific organizational interest in the purpose of the trip.
13. *Briefly describe the stated mission of each sponsor and how the purpose of the trip relates to that mission:* Provide a brief description of the stated mission of each sponsor and how it relates to the trip.
14. *Briefly describe each sponsor's prior history of sponsoring congressional trips:* Provide a brief discussion of the sponsor's history of sponsoring congressional travel. It is not necessary to list every trip.
15. *Briefly describe the educational activities performed by each sponsor (other than sponsoring congressional trips):* Provide a brief description of the educational activities performed by each sponsor. It is not necessary to list every individual activity; the description may be by kind or category of educational activity involved.
16. *Total expenses for each participant:* Indicate whether the figures provided are actual amounts or good faith estimates by checking the appropriate box. All trip expenses should be included. Expenses other than those for transportation, lodging, and meals must be individually listed and specified. Attach additional pages as necessary.

17. *Congressional participation:* For events that are arranged without regard to congressional participation (for example, annual meetings, conferences, seminars, and symposiums of trade associations, professional societies, business associations, and other membership organizations), the Ethics Committee may, but is not required to, allow Senate Members, officers, and employees to accept lodging and meal expenses that are commensurate with what is customarily provided to non-congressional attendees in similar circumstances. For events specifically arranged around congressional participation, lodging, meal expenses and other expenses must be "reasonable" in accordance with Ethics Committee regulations.
18. *Reason for selecting the location of the event or trip:* The location of the trip *must be related to its purpose*. A brief but detailed description of the reason for the selection of the location must be provided.
19. *Name and location of hotel or other lodging facility:* Include the exact name and address of the hotel or other lodging facility.
20. *Reasons for selecting hotel or other lodging facility:* Provide an explanation of the sponsor's rationale for selecting the particular lodging, include information such as proximity to the airport or site to be visited.
21. *Describe how the daily expenses for lodging, meals, and other expenses provided to trip participant compare to the maximum per diem rates for official Federal Government travel:* Where feasible and available, trip expenses for lodging and meals should generally be comparable to the government *per diem* rates. The circumstances surrounding a particular trip may legitimately require lodging and meal expenses to exceed these rates. Consult the Ethics Committee regulations for additional information.
22. *Describe the type and class of transportation being provided:* While coach or business-class fare may be accepted, first-class fare for any mode of transportation may be permitted only under limited conditions and only with specific prior written approval by the Ethics Committee. Transportation on a private or charter aircraft is not permitted for privately-sponsored travel under any circumstances.
23. *Expenses for recreational activity, alcohol, or entertainment:* The only recreational or entertainment activities that will be approved by the Ethics Committee are those that are provided to all attendees and are an integral part of an event. Alcoholic beverages are not considered to be a reasonable expense.
24. *List any entertainment that will be provided to, paid for or reimbursed to Senate invitees and explain why the entertainment is an integral part of the event:* Entertainment expenses that are not provided to all attendees and deemed an integral part of the event will not be approved by the Ethics Committee.
25. *Certification:* Each sponsor of a trip should sign the form and certify that the information is complete and correct. Attach additional pages with the certification and signature block, as necessary, for each trip sponsor.

Private Sponsor Travel Form Appendix

Question 21: Describe how the daily expenses for lodging, meals, and other expenses provided to trip participants compares to the maximum per diem rates for official Federal Government travel:

Sunday, August 27th

The lodging rate at Latitude 15 in Lusaka is at per diem at \$190 a night and our meals are estimated at \$50 (\$240 total per diem). We are estimated to be significantly under the maximum per diem rate of \$285 in Lusaka on Monday, August 27.

Monday, August 28th

We are \$20 over the lodging per diem rate at the Mfuwe Lodge with our price of \$115 a night.

The total cost charged by Mfuwe Lodge is \$265 a night; but this rate includes two meals and two airport transport. When broken down to account for meals and lodging, the itemized costs include: \$50 for meals (\$25 for dinner on 8/28/17 and \$25 for breakfast on 8/29/17) and \$100 in airport transfers (\$50 each way), leaving the actual lodging per diem rate at \$115. Our meals on Monday, August 28th are estimated to be \$50.

Therefore, our total per diem on Monday, August 28, will be \$165, which is \$10 below the maximum per diem rate of \$175.

Tuesday, August 29th

Protea Hotel Chipata is \$95 a night for lodging which is equal to the max government lodging per diem. Our meals on Tuesday, August 29th are projected to be \$50, making our total per diem \$145, which is below the maximum per diem of \$175.

Wednesday, August 30th

The rate at the Raddison Blu is \$190, which is the maximum government lodging rate. Our meals on Wednesday, August 30th are projected to be \$50, making our total per diem \$240, which is below the maximum per diem of \$285.

Government Per Diem Rates for Zambia:

Source:

https://aoprals.state.gov/web920/per_diem_action.asp?MenuHide=1&CountryCode=1250

Country Name	Post Name	Season Begin	Season End	Maximum Lodging Rate	M & IE Rate	Maximum Per Diem Rate	Footnote	Effective Date
ZAMBIA	Livingstone	01/01	12/31	236	103	339	N/A	03/01/2011
ZAMBIA	Lusaka	01/01	12/31	190	95	285	N/A	03/01/2011
ZAMBIA	Other	01/01	12/31	95	80	175	N/A	03/01/2011

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Malaria No More's Congressional Staff Delegation
Zambia
August 26-September 1, 2017

Trip Participants:

United States Senate

- Samantha Helton - Legislative Assistant, Senator Roger Wicker (R-MS)
Samantha_Helton@wicker.senate.gov
- Elizabeth Henry – Legislative Aide, Senator Thad Cochran (R-MS)
Elizabeth_henry@cochran.senate.gov
- Jacqueline Thomas- Legislative Assistant, Senator Chris Coons (D-DE)
Jacqueline_thomas@coons.senate.gov
- Jessica McNiece – Health Policy Director, Senator Richard Durbin (D-IL)
Jessica_McNiece@durbin.senate.gov
- Oumou Ly- Legislative Aide, Senator Charles Schumer (D-NY)
Oumou_Ly@schumer.senate.gov

Malaria No More

- Heidi Ross, Director of Policy and Advocacy
heidi.ross@malarianomore.org
Cell: 202-577-2399
- Johanna Simon, Senior Advisor to the Policy and Advocacy team
johanna.simon@malarianomore.org
Cell: 917-584-1388

US Mission to Zambia

- Melanie Luick-Martins
Director, Office of Health, Population, Nutrition, and HIV
USAID
mluick-martins@usaid.gov
cell: +260 969 341 099
- Carrie Nielsen
PMI Resident Advisor - Zambia
CDC
hgo6@cdc.gov
cell: +260 969 341 030

Malaria No More's Congressional Staff Delegation
Zambia
August 26-September 1, 2017

- Idongesit Essiet-Gibson (Idong)
Deputy Associate Director for Health Information and Epidemiology
CDC
yli8@cdc.gov
Cell: +260 966 235 623

USAID Headquarters

- Chris Thomas
Senior Communications Advisor
PMI/USAID
chthomas@usaid.gov
cell: +1 571 451 5921

Friday, August 25		
9:00pm	Oumou Ly to depart San Francisco (SFO) United flight 697	
Saturday, August 26		
5:10am	Oumuo Ly arrives at Washington Dulles (IAD)	
9:00am	Check in at Washington Dulles (IAD)	
11:00am	All staff depart Washington Dulles on Ethiopian Airlines, flight 501 for Addis Ababa, Ethiopia	Please prepare for the trip by reviewing the extensive briefing packet on the plane provided to you by MNM
Sunday, August 27		
7:15am	Arrive in Addis Ababa, Ethiopia	<i>Plane change</i>
9:25am	Depart Addis Ababa on Ethiopian Airlines flight 873 for Harare, Zimbabwe	
12:25pm	Arrive Harare, Zimbabwe	<i>No plane change</i>
1:40pm	Depart Harare on Ethiopian Airlines flight 873 for Lusaka, Zambia	

Malaria No More's Congressional Staff Delegation
Zambia
August 26-September 1, 2017

2:30pm	Arrive Lusaka, Zambia	<p>USAID expeditor: Mr. Geoffrey Miyanda Cell: +260 969-341102 email: gmiyanda@usaid.gov</p> <p><i>Transportation for the day has been secured by the Embassy</i></p> <p><i>Driver information: Mr. Emmanuel Ngoma Vehicle plate # 2 CD 115 Z</i></p>
	<i>Visas will be obtained upon arrival</i>	
4:00pm	Check into hotel	<p>Latitude 15 http://15.thelatitudehotels.com</p> <p>Phone +260 211 268 802/3/4 Mobile +260 950 40 73 40</p> <p>35F Leopards Lane Lusaka, Lusaka 10101, Zambia</p>
4:30pm – 7:00pm	Executive time	
7:00pm	Dinner @ Latitude 15	Dinner will be casual attire, also an option to order room service
Monday, August 28		
7:00am – 8:00am	<p>Breakfast briefing at Latitude 15</p> <p>Breakfast briefers:</p> <ul style="list-style-type: none"> • USAID Mission Director, Patrick Diskin • USAID Health Team Director, Melanie Luick-Martins • CDC Country Director, Sundeep Gupta • PEPFAR Zambia Lead, Bethany Baxter <p><i>Attire is business casual</i></p>	<p><i>Please bring your luggage with you to breakfast, will check out of hotel</i></p>
8:00am	Depart hotel for Ministry of Health (MOH)	<p><i>Transportation for the day has been secured by the Embassy</i></p> <p><i>Driver information: Mr. Emmanuel Ngoma</i></p>

Malaria No More's Congressional Staff Delegation
Zambia
August 26-September 1, 2017

		<i>Vehicle plate # 2 CD 115 Z</i>
8:30am – 9:30am	Meet with the Minister of Health, Mr. Chitalu Chilufya, and the Permanent Secretary for Health, Mr. Jabbin Mulwanda <i>High level discussion of Zambia's commitment to malaria elimination and broader health goals.</i>	POC: Ms. Melanie Luick-Martins, USAID Health Team Director Ndeke House Haile Selassie Ave Lusaka, Zambia
9:30am	Depart for National Malaria Elimination Center (NMEC)	
10:00am – 11:00am	Meet with Dr. Elizabeth Chizema, Director of the National Malaria Elimination Center <i>Discussion with the NMEC on the new elimination strategy, successes in malaria control, and reduced malaria-related mortality, and upcoming challenges.</i>	POC: Ms. Melanie Luick-Martins, USAID Health Team Director Chainama Hospital College Grounds Lusaka, Zambia
11:00am – 12:00pm	Tour NMEC laboratory and insectary <i>Meet with NMEC staff to discuss specific elimination efforts and updates in Zambia.</i>	POC: Dr. Peter Mumba Chief of Party – PMI/AIRS cell: +260 975 445 227
12:00pm – 12:30pm	Lunch on the go	<i>Lunch will be pre-ordered and provided by Latitude 15</i>
12:30pm – 2:00pm	Tour Levy Hospital and view eLMIS (electronic commodity tracking system) <i>Visit large general hospital see children's ward and view how electronic logistics management information system is used to place orders for medical commodities.</i>	POC: Ms. Wendy Nicodemus, Country Director, AIDSFREE PROJECT/JSI cell: +260 966 576154 and Mr. Rabson Zyambo, Senior Supply Chain Advisor, USAID Phone: +260 969 341 063 Great East Road Lusaka, Zambia

Malaria No More's Congressional Staff Delegation
Zambia
August 26-September 1, 2017

2:00pm	Depart for airport	
4:00pm	Depart Lusaka, Zambia on Proflight 808 for Mfuwe	
5:10pm	Arrive Mfuwe, Zambia	<i>Transportation from the airport to the lodge by Mfuwe Lodge</i>
6:00pm	Check into lodge	Mfuwe Lodge http://www.bushcampcompany.com/contact.php Cell Phone: +260 (0)978770055 Mfuwe Lodge: +260 (0)216246041
7:30pm-9:00pm	Working dinner @ Mfuwe Lodge <i>Overview of PMI's ongoing efforts in Zambia</i>	Briefing w/ Dr. Carrie Nielsen, PMI Resident Advisor
Tuesday, August 29		
8:00am – 9:00am	Breakfast @ Mfuwe Lodge <i>Suggested attire is comfortable business casual w/ long layers</i>	<i>We are checking out, please bring bags down with you to breakfast.</i>
9:00am – 11:00am	Depart for Chipata, Zambia	Briefing on bus w/ Dr. Carrie Nielsen, PMI Resident Advisor <i>Transportation for the day has been secured by the Embassy</i> <i>Driver information: Chrispine Moono - Vehicle plate# 2CD147 Bus - Mobile # +260 969-435553</i>
11:00am – 12:00pm	Meeting with Eastern Provincial Health Director, Katete District Health Director, and Mambwe District Health Director	POC: Mr. Morgan Sakala Provincial Coordinator-PMI/PAMO Cell: +260 977 878 101 and Mr. Chris Thomas – PMI/USAID Senior Communications Advisor

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	<i>Discuss how province is implementing activities to support Government of Zambia (GRZ) malaria control/elimination agenda and site visits to facilities and communities implementing malaria prevention and control and/or Saving Mothers Giving Life (SMGL) initiative activities.</i>	
	Lunch to go	<i>Lunch will be pre-ordered and provided by Mfuwe Lodge</i>
12:00pm – 2:00pm	Depart for Katete, Zambia	Briefing on bus w/ Dr. Carrie Nielsen PMI Resident Advisor
2:00pm – 4:30pm	Visit Kafumbwe Rural Health Centre, Mirriam Chisamba, and community health workers <i>The delegation will observe children's clinic, pre-natal and ante-natal clinic. Health workers and health volunteers attending to patients, health education on malaria, and malaria diagnosis.</i>	POC: Mr. Morgan Sakala Provincial Coordinator-PMI/PAMO
4:30pm – 6:30pm	Return to Chipata	
6:30pm	Check into Hotel	Protea Chipata http://www.marriott.com/hotels/travel/cip-br-protea-hotel-chipata/ Plot 3126, Great E Rd, Chipata 10101, Zambia Phone: +260 21 6222905
7:00pm – 9:00pm	Dinner at Protea with Peace Corps Volunteers in Eastern Province <i>Suggested attire is casual</i>	Peace Corps Participants: Ms. Simone Faas, Linking Income Food and Environment Volunteer Mr. William Wysong, Linking Income Food and Environment Volunteer Ms. Naomi Docilait, Saving Mothers Giving Life Response Volunteer

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	<i>Interact with women and providers at the clinic. Observe the integrated package of services offered at the clinic. Interaction with newly trained SMGL members.</i>	
1:00pm – 1:15pm	Travel to Kamato Mission Hospital	Briefing on bus w/ Ms. Melanie Luick-Martins, USAID Health Team Director Also available for questions on the bus: Dr. Idong Essiet-Gibson, Deputy Associate Director for Health Information and Epidemiology - CDC, Dr. Carrie Neilsen, PMI Resident Advisor and Mr. Chris Thomas, USAID Senior Communications Advisor
1:15pm – 2:15pm	Visit Kamato Mission Hospital <i>View newly built maternity annex and observe SMGL activities</i>	POC: Mr. Dawson Ngoma Project Coordinator, US Department of Defense/PEPFAR NgomaMD@state.gov cell: +260 966 658 145
2:15pm – 3:15pm	Executive Time/Lunch	<i>Boxed lunch will be pre-ordered and provided by Protea</i>
3:15pm – 4:00pm	Travel to Mfuwe Airport	
5:40pm	Depart Mfuwe, Proflight Zambia flight 809 for Lusaka	
6:50pm	Arrive Lusaka, Zambia	
7:15pm	Depart airport for dinner	<i>Transportation for the rest of the day has been arranged by the Embassy</i>
7:45pm-10:00pm	Dinner with Deputy Chief of Mission, Christopher Krafft Additional USG dinner participants include: <ul style="list-style-type: none"> • USAID Mission Director, Patrick Diskin • USAID Health Team Director, Melanie Luick-Martins 	The Horse Shoe Nangwenya Rd, Lusaka, Zambia +260 96 3283698

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	<ul style="list-style-type: none"> • CDC Country Director, Sundeep Gupta • CDC Deputy Director, Kristie Mikus • PMI Resident Advisor, Carrie Nielsen • USAID Senior Communications Advisor, Chris Thomas • PEPFAR Zambia Lead, Bethany Baxter <p><i>Suggested attire is business casual</i></p>	
10:15pm	Check into hotel	<p>Radisson Blu, Lusaka https://www.radissonblu.com/en/hotel-lusaka</p> <p>19029 Great East Road Private Bag E10, Box 382 Arcades, Lusaka 10101 Zambia</p> <p>Tel: +260 211 368900 Mobile: +260 211 960 280 900</p>
Thursday, August 31		
8:00am-8:45am	<p>Working breakfast @ Radisson Blu to discuss itinerary for the day and overall closing thoughts on the trip.</p> <p><i>Suggested attire is business casual</i></p>	<i>We are checking out, please bring bags down with you to breakfast.</i>
8:45am	Depart for Medical Supplies Limited (MSL)	<p>Briefing on bus w/ Ms. Melanie Luick-Martins, USAID Health Team Director</p> <p>Also available for questions on the bus: Dr. Carrie Nielsen, PMI Resident Advisor and Mr. Chris Thomas, USAID Senior Communications Advisor</p> <p><i>Transportation for the day has been arranged by the Embassy</i></p>

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		<i>Driver information: Emmanuel Ngoma Vehicle plate # 2 CD 115 Z</i>
9:30am – 10:30am	Tour MSL warehouse and discuss supply chain <i>Visit the main national-level medical supply warehouse to observe medical commodity storage, inventory, and distribution.</i>	POC: Mr. Rabson Zyambo, Senior Supply Chain Advisor, USAID
10:30am	Depart for Airport	<i>Embassy has arranged for an expeditor to meet us at the airport</i>
1:25pm	All staff except Elizabeth Henry depart Lusaka on Ethiopian Airlines flight 863 to Harare, Zimbabwe	
2:15pm	Arrive in Harare, Zimbabwe	<i>No plane change</i>
3:15pm	Depart Harare on Ethiopian flight 863 to Addis Ababa, Ethiopia	
8:05pm	Arrive in Addis Ababa	<i>Plane change</i>
10:45pm	All staff except Elizabeth Henry and Jacqueline Thomas depart Addis Ababa, Ethiopian flight 500 for Dublin, Ireland	
11:55pm	Jacqueline Thomas depart Addis Ababa on Ethiopian Airlines flight 712 to Rome, Italy	
Friday, September 1		
4:55am	Jacqueline Thomas arrives in Rome, Italy	
5:00am	Staff arrive in Dublin, Ireland	<i>No plane change</i>
5:45am	Depart Dublin, Ethiopian flight 500 to Washington Dulles	
8:40am	Arrive at Washington Dulles	
12:20pm	Samantha Helton departs Washington on Delta flight 1160 to Atlanta (ATL)	
2:08pm	Samantha Helton arrives in Atlanta	
3:06pm	Samantha Helton departs ATL on Delta flight 1293 for New Orleans (MSY)	

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3:30pm	Elizabeth Henry departs Lusaka on Ethiopian flight 873	
3:38pm	Samantha Helton arrives in New Orleans	
8:30pm	Elizabeth Henry arrive in Addis Ababa, Ethiopia	<i>Plane change</i>
10:40pm	Elizabeth Henry departs Addis Ababa on Ethiopian flight 500 to Dublin, Ireland	
Saturday, September 2		
5:00am	Elizabeth Henry arrives in Dublin	<i>No plane change</i>
5:45am	Elizabeth Henry departs Dublin on Ethiopian flight 500 to Washington Dulles	
8:40am	Elizabeth Henry arrives in Washington Dulles	

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EMPLOYEE PRE-TRAVEL AUTHORIZATION

Date/Time Stamp:

SECRETARY OF THE SENATE
ETHIC JUL 20 17 PM 12:51
17 SEP 29 PM 5:10

Pre-Travel Filing Instructions: Complete and submit this form at least 30 days prior to the travel departure date to the **Select Committee on Ethics in SH-220**. Incomplete and late travel submissions will not be considered or approved. This form must be typed and is available as a fillable PDF on the Committee's website at ethics.senate.gov. Retain a copy of your entire pre-travel submission for your required post-travel disclosure.

Samantha Helton

Name of Traveler: _____

Employing Office/Committee: Senator Roger F. Wicker

Private Sponsor(s) (list all): Malaria No More

Travel date(s): August 26-September 1, 2017

Note: If you plan to extend the trip for any reason you must notify the Committee.

Destination(s): Zambia

Explain how this trip is specifically connected to the traveler's official or representational duties:

The purpose of this trip is to witness the U.S. government's malaria prevention, control and elimination efforts, as well as examine the broader state of development and health, progress made, and the challenges that remain in Zambia, which falls under my legislative portfolio as Senator Wicker's Global Health Legislative Assistant.

Name of accompanying family member (if any): _____

Relationship to Employee: ☐ Spouse ☐ Child

I certify that the information contained in this form is true, complete and correct to the best of my knowledge:

7/20/17
(Date)

Samantha Helton
(Signature of Employee)

TO BE COMPLETED BY SUPERVISING SENATOR/OFFICER (President of the Senate, Secretary of the Senate, Sergeant at Arms, Secretary for the Majority, Secretary for the Minority, and Chaplain):

I, Senator Roger F. Wicker hereby authorize Samantha Helton
(Print Senator's/Officer's Name) (Print Traveler's Name)

an employee under my direct supervision, to accept payment or reimbursement for necessary transportation, lodging, and related expenses for travel to the event described above. I have determined that this travel is in connection with his or her duties as a Senate employee or an officeholder, and will not create the appearance that he or she is using public office for private gain.

I have also determined that the attendance of the employee's spouse or child is appropriate to assist in the representation of the Senate. (signify "yes" by checking box) ☐

7/20/17
(Date)

Roger F. Wicker
(Signature of Supervising Senator/Officer)